

## Message Text

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ORIGIN COME-00

INFO OCT-01 EA-12 ISO-00 EB-08 /021 R

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APPROVED BY EB/OCA/CD:WERAU  
COM/SAD/RGOOTENBERG  
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EA/EP/DSTEBBING (INFO)

-----113105 200427Z /23

R 191702Z AUG 77  
FM SECSTATE WASHDC  
TO AMEMBASSY TOKYO  
AMCONSUL OSAKA KOBE

UNCLAS STATE 197660

E.O. 11652: NA

TAGS: BEXP, JA

SUBJECT: COMPUTER SOFTWARE SPEC. TRADE MISSION

REF: A9156, DTD. DEC. 13, 1974; A5859, DTD. SEPT.  
9, 1975

1. FOLLOWING IS COMPLETE CHECK LIST OF ADVANCE ARRANGEMENT NECESSARY IN SUPPORT OF SPECIALIZED MISSION. SOME ITEMS MAY HAVE ALREADY BEEN INITIATED BY POSTS AND CONFIRMED TO WASHINGTON. FOR OTHERS, COMMERCE WOULD APPRECIATE EARLY CONFIRMATION AND/OR STATUS REPORTS AS APPROPRIATE.
  2. CONFIRM DATES AND ITINERARY OF TRADE MISSION. (A) FINAL MISSION COMPOSITION COULD WARRANT ITINERARY CHANGE. ANY EXTENSION OF THE ITINERARY TO INCLUDE AREAS OUTSIDE OF UNCLASSIFIED
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- THE MISSION CITIES SHOULD BE ARRANGED IN ADVANCE AND APPROVED BY COMMERCE PRIOR TO MISSION'S ARRIVAL.
3. RESERVE HOTEL ACCOMMODATIONS FOR TRADE MISSION MEMBERS AND ARRANGE FOR BUSINESS HEADQUARTERS FACILITIES AND CONFIRM TO USDOC. (A) HOTEL ACCOMMODATIONS SHOULD BE AT

FIRST CLASS HOTEL CONVENIENT TO BUSINESS COMMUNITY.

(B) BUSINESS HEADQUARTERS--THE LOCATION OF THE HEAD-  
QUARTERS SHOULD BE CONVENIENT TO THE LOCAL BUSINESS  
COMMUNITY. THE AMOUNT OF SPACE REQUIRED IS GOVERNED BY  
THE NUMBER OF MISSION MEMBERS AND THE NECESSITY FOR  
PROVIDING SUFFICIENT SPACE TO ALLOW FOR THE COMFORTABLE  
CONDUCT OF THE BUSINESS INTERVIEWS AND FOR RECEPTION  
AREA. OTHER SITE CONSIDERATIONS INCLUDE CONVEN-

IENCE, ACCESSIBILITY, PARKING, HEATING OR AIR CONDITION-  
ING, NOISE AND LIGHT FACTORS, TELEPHONE AVAILABILITY.  
SPACE AT THE MISSION HOTEL OR WHERE POSSIBLE AT A TRADE  
CENTER, IS PREFERABLE. ARRANGEMENTS MUST BE MADE IN  
ADVANCE FOR THE PREPARATION AND MOUNTING OF APPROPRIATE  
SIGNS OUTSIDE OF THE BUSINESS HEADQUARTERS FOR THE  
GUIDANCE OF VISITORS.

4. ARRANGE FOR TRANSLATION, IF NECESSARY, AND PRINTING  
OF TRADE MISSION PUBLICITY BROCHURE, UTILIZING DRAFT  
TEXT AND PHOTOGRAPHS PROVIDED BY COMMERCE. THE DESIGN,  
FORMAT, AND USE OF COLORS MAY BE VARIED (SAMPLES WILL BE  
PROVIDED), BUT THE OVERALL DIMENSIONS SHOULD ALLOW THE  
USE OF STANDARD SIZED ENVELOPES FOR MAILING.

5. AS REQUIRED, HIRE TEMPORARY SUPPORT PERSONNEL AT  
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COMMERCE EXPENSE. (A) THE PERSONNEL REQUIREMENTS OF THE  
MISSION SHOULD BE DECIDED UPON PROMPTLY. (B) A SECRETARY  
SHOULD BE EMPLOYED WHO IS CAPABLE AND EXPERIENCED,  
PROFICIENT IN ENGLISH AS WELL AS THE LOCAL LANGUAGE.  
ADMINISTRATIVE ABILITY IS A PRIME ASSET. HER SECRETARIAL  
DUTIES WILL INCLUDE ASSISTING IN THE MAKING OF BUSINESS  
APPOINTMENTS, SERVING AS SECRETARY TO THE MISSION DIRECTOR,  
OVERSEEING BIC RECEPTION OPERATIONS, AND KEEPING MISSION  
MEMBERS ADVISED OF THEIR APPOINTMENTS. OTHER PERSONNEL  
REQUIREMENTS MAY INCLUDE ONE OR TWO BILINGUAL RECEPTION-  
IST-TYPISTS FOR EACH BIC AND INTERPRETERS AS NEEDED. THE  
EMBASSY MAY OFFER ASSISTANCE WITH THE STAFF WORK AND  
INTERPRETATION AT THE BIC. IT IS THE RESPONSIBILITY OF  
THE ADVANCE OFFICER TO INSURE THAT THE MISSION IS  
ADEQUATELY STAFFED. HIRING IS EFFECTED THROUGH THE  
PERSONNEL OFFICE OF THE EMBASSY. STANDARD EMBASSY  
CONTRACTS CAN BE USED AND THE PREVAILING EMBASSY WAGE  
RATES SHOULD APPLY.

6. OFFICE VISITS AND/OR TELEPHONE CALLS WILL BE MADE TO  
KEY PROSPECT LIST TO ASSIST IN PREPARING INDIVIDUAL  
MISSION MEMBERS APPOINTMENT SCHEDULES. VISITS AND

CALLS WILL INCLUDE KEY BUSINESS FIRMS AND FOREIGN GOVERNMENT OFFICIALS; TRADE ASSOCIATIONS, CHAMBERS OF COMMERCE AND OTHER APPROPRIATE BUSINESS GROUPS; BANKING INSTITUTIONS; AGENTS FOR MISSION MEMBERS' COMPANIES, IF REPRESENTED LOCALLY; USIS; AND AGRICULTURAL OR OTHER ATTACHES AS APPROPRIATE. ASSURE THAT APPOINTMENTS MADE FOR EACH MISSION MEMBER WILL MEET THEIR RESPECTIVE OBJECTIVES AS FAR AS POSSIBLE. (A) THE ULTIMATE RESULT OF THIS EFFORT IS A FORMAL, HOUR-BY-HOUR, DAY-BY-DAY PROGRAM FOR THE MISSION FROM THE TIME OF ITS ARRIVAL TO DEPARTURE. (B) THIS PROGRAM MUST BE MADE AVAILABLE BY CABLE TO WASHINGTON AT LEAST FOUR WEEKS PRIOR TO THE MISSION'S ARRIVAL.

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7. CONFIRM ARRANGEMENTS FOR MISSION BRIEFING BY ECONOMIC, COMMERCIAL AND POLITICAL OFFICERS AND FOR MISSION RECEPTION. (A) POST BRIEFINGS FOR MISSIONS ARE ESSENTIAL AND SHOULD INCLUDE IN DEPTH ECONOMIC AND COMMERCIAL INFORMATION WITH SPECIFIC EMPHASIS ON THE PARTICULAR MISSION THEME. CUSTOMS, AND SPECIFIC TARIFF AND FREIGHT INFORMATION, DO'S AND DON'T'S ON DOING BUSINESS IN THE AREA. (B) WHENEVER POSSIBLE, THE MISSION RECEPTION SHOULD BE HOSTED BY THE AMBASSADOR, OR ALTERNATE HIGHER RANKING POST OFFICIAL AVAILABLE DURING MISSION VISIT. GUEST LIST IS TO BE LIMITED TO INDIVIDUALS HAVING RELEVANCE TO MISSION, AND USUALLY CONSISTS OF NOT MORE THAN 75 TO 80 LOCAL INVITEES.

8. ARRANGE NECESSARY MISSION GROUND TRANSPORTATION, I. E., LIMOUSINES, TAXIS, OR MINI-BUS FROM AIRPORT TO HOTEL,

HOTEL TO AIRPORT, TO RECEPTION, AND ANY OTHER GROUP TYPE ACTIVITY. TRANSPORTATION FOR INDIVIDUAL APPOINTMENTS

OUTSIDE BIC WILL BE AT INDIVIDUAL MISSION MEMBERS' EXPENSE.

9. ARRANGE FOR APPROPRIATELY TARGETED PRESS RELEASES FOR MISSION IN NEWS AND TRADE MEDIA, UTILIZING USIS SERVICES WHERE POSSIBLE. ALSO, THROUGH USIS, ASSIGNMENTS FOR PHOTO COVERAGE OF MISSION SHOULD BE LIMITED TO NOT MORE THAN A DOZEN ACTION SHOTS OF MISSION AS WORK IN BIC OR ON PLANT VISITS; NO PHOTOS AT RECEPTIONS.

10. BUDGET INFORMATION FOLLOWS SEPTTEL. VANCE

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## Message Attributes

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**Type:** TE  
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**Review Markings:**  
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22 May 2009  
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